Michigan Department of Treasury 496 (02/06) 496 (2-06)

## **Auditing Procedures Report**

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended

issued under P.	.A. 2 01 1908, a	is amended a	nd P.A. /1 of 1919, as ame	naea							
Local Govern		Twp	Village	Х	Other	Local Unit London-N	Name //aybee-Raisinville Fire	e Department	County M	IONROE	
Fiscal Year E <b>March</b>	<sup>nd</sup> 31, 2007	Opinio	n Date July 11, 2007		Date Audit Rep	ort Submitte		July 18, 2007			
We affirm th	nat:										
We are cert	ified public a	occountant	s licensed to practice	in Michi	igan.						
		Ū	terial, "no" responses nments and recomme			in the fina	ncial statements, incl	uding the notes,	or in the		
YES	NO	Check	each applicable bo	x belo	w. (See instr	ructions fo	further detail.)				
1 X	All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.										
2 X			e no accumulated def 5 of 1980) or the local					ances/unrestricte	d net assets		
3 X		The local	I unit is in compliance	with the	Uniform Cha	art of Acco	unts issued by the De	partment of Trea	sury.		
4 X		The local	l unit has adopted a b	udget fo	r all required	funds.					
5 X		A public	hearing on the budge	t was he	eld in accorda	ance with S	State statute.				
6 X			l unit has not violated her guidance as issue					Emergency Mu	nicipal Loan		
7 X		The local	I unit has not been de	linquent	in distributing	g tax rever	nues that were collecte	ed for another tax	xing unit.		
8 X		The local	l unit only holds depos	sits/inves	stments that	comply wit	h statutory requireme	nts.			
9 X			l unit has no illegal or Local Units of Govern						e Bulletin for		
10 X		of our au	e no indications of def dit that have not been such activity that has r	previou	ısly communi	cated to th	e Local Audit and Fin	ance Division (L	AFD). If		
11 X		The local	I unit is free of repeate	ed comm	nents from pr	evious yea	ars.				
12 X		The audi	t opinion is UNQUALI	FIED.							
13 X			I unit has complied will accounting principles			34 as mo	dified by MCGAA Sta	tement #7 and of	ther generally	r	
14 X		The boar	d or council approves	all invoi	ices prior to p	payment a	s required by charter of	or statute.			
15 X		To our k	nowledge, bank recor	nciliation	s that were r	eviewed w	ere performed timely.				
included in t	this or any o	ther audit	orities and commissio report, nor do they ob or commission.			-		•			
I, the unders	signed, certi	fy that this	statement is complet	e and ac	ccurate in all	respects.					
We have er	nclosed the	following	<u>;                                    </u>			Enclosed	Not Required (enter	a brief justification	on)		
Financial St	atements					Х					
The letter of	comments	and recom	nmendations.			X					
Other (Describe)								other items			
	Account (Firm N 1cGuire &	•	CPAs				Tele[phone Number 734-8	354-5044			
Street Address							City		State MI	Zip	1914
Authorizing CPA	A Signature	Secor R				Printed Nam	Lambertville e		License Number		48144
-	Somar	on >	me Duice			Dona	von McGuire		11(	01008386	ô



# McGuire & McDole

Certified Public Accountants

L. Donavon McGuire, CPA Mark McDole, CPA 6588 Secor Road Lambertville, MI 8144 Tel 734-854-5044 Fax 734-854-2540

July 11, 2007

London-Maybee-Raisinville Fire Department Board Monroe, MI 48161

Dear Board Members,

Our audit of the financial statements of London-Maybee-Raisinville Fire Department for the year ended March 31, 2007, was made in accordance with the generally accepted auditing standards which require that we determine that existing internal controls, accounting procedures and accounting records are adequate to allow us to express an opinion on the financial statements of the Township. The scope of our audit is not intended to be a detailed review of all systems and procedures; therefore, this report should not be considered all-inclusive.

As a result of our audit, we have the following comment and recommendation:

<u>Supporting Documentation</u> – Invoices or other documentation should be presented with the listing of bills to be approved by the Board and also submitted to the Treasurer when payment is requested.

If you have any questions or require assistance in implementation of the above items, please advise us.

Sincerely,

L. Donavon McGuire, CPA McGuire & McDole

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Certified Public Accountants

# LONDON-MAYBEE-RAISINVILLE

# FIRE DEPARTMENT

Monroe County, Michigan

<u>FINANCIAL STATEMENTS</u> <u>FOR THE YEAR ENDED MARCH 31, 2007</u>

# LONDON-MAYBE-RAISINVILLE FIRE DEPARTMENT MARCH 31, 2007

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### INDEPENDENT AUDITOR'S REPORT

London-Maybee-Raisinville Fire Department Board P.O. Box 144 Maybee, MI 48159

We have audited the accompanying financial statements of London-Maybee-Raisinville Fire Department as of and for the year ended March 31, 2007, as listed in the table of contents. These financial statements are the responsibility of London-Maybee-Raisinville Fire Department's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of London-Maybee-Raisinville Fire Department as of March 31, 2007, and the changes in financial position for the year then ended in conformity with generally accepted accounting principles in the United States of America.

The management's discussion and analysis on pages 2 through 3 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consist principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion in it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise London-Maybee-Raisinville Fire Department's financial statements. The required supplementary budgetary comparison is presented for purposes of additional analysis and is not a required part of the basic financial statements. The required supplementary budgetary comparison has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

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McGuire & McDole Certified Public Accountants

July 11, 2007

# Management's Discussion and Analysis March 31, 2007

### **Using this Annual Report**

This annual report consists of two types of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Department as a whole and present a longer-term view of the Department's finances. Fund financial statements tell how these services were financed in the short-term, as well as what remains for future spending.

### The Department as a Whole

The Department's net assets decreased 3.5% from a year ago – decreasing from \$1,233.31 thousand to \$1,190.4 thousand In a condensed format, the table below shows a comparison of the net assets (in thousands of dollars) as of the current date to the prior year:

	2007	2006		
Current Assets Noncurrent Assets Total Assets	\$ 64.7 1,125.7 1,190.4	\$	65.7 1,167.6 1,233.3	
Liabilities Total Liabilities	-	_	-	
Net Assets Invested in Capital Assets Restricted Unrestricted	 1,125.7 35.2 29.5		1,167.6 33.3 32.4	
Total Net Assets	\$ 1,190.4	\$	1,233.3	

Unrestricted net assets--the part of net assets that can be used to finance day to day operations, decreased by \$2.9 This represents a decrease of approximately 9%. The current level of unrestricted net assets for our activities stands at \$29.5, or about 12% of expenditures. This is within the targeted range set by the Department Board during its last budget process.

The following table shows the changes of the net assets (in thousands of dollars) as of the current date to the prior year:

	2007			2006		
Revenues		_		_		
Local Unit Contributions	\$	182.5	\$	151.2		
Grants		-		48.4		
Other		20.6		4.2		
		_		_		
Total Revenues		203.1		203.8		
Expenses						
Public Safety		246.0		234.5		
Total Expenses		246.0		234.5		
Change in Net Assets	\$	(42.9)	\$	(30.7)		

The Department's net assets continue to remain healthy. The total revenues decreased while expenses increased. As a result, net assets were reduced by \$42.9.

Management's Discussion and Analysis March 31, 2007

### **Activities**

The Department's total revenues decreased by approximately \$.7 thousand, primarily due to a grant.

Expenses increased during the year, as planned in the budget.

### Budgetary Highlights

Over the course of the year, the Department Board amended the budget to take into account events during the year. The Department overall stayed within budget. However, the fund balance decreased from \$64,725 a year ago to \$64,725 at March 31, 2007.

### Capital Asset and Debt Administration

At March 31, 2007, the Department had \$1,125,689 invested in capital assets, including land, equipment and building. The Department currently has no debt .

### Economic Factors and Next Year's Budgets and Rates

The 2007-08 fiscal budgeted revenues and expenses are expected to be approximately the same. No major change in operations is planned.

### Contacting the Department's Management

This financial report is intended to provide a general overview of the Department's finances and to show the Department's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact our office.

# LONDON-MAYBE-RAISINVILLE FIRE DEPARTMENT GOVERNMENTAL FUND BALANCE SHEET - STATEMENT OF NET ASSETS MARCH 31, 2007

	ied Accrual Basis	Adjustments		Statement of Net Assets
Assets		 .,	_	
Cash & Cash Equivalents	\$ 29,522	\$ -	\$	29,522
Restricted Cash	35,203	 		35,203
Capital Assets:	64,725	-		64,725
Land	-	33,000		33,000
Building	-	710,419		710,419
Equipment	-	921,900		921,900
Less Accumulated Depreciation	 -	 (539,630)		(539,630)
Total Capital Assets	-	1,125,689		1,125,689
Total Assets	\$ 64,725	 1,125,689		1,190,414
Liabilities:				
Accounts Payable	\$ 	 		
Fund Balance - Net Assets				
Fund Balance - Restricted for Equipment	35,203	(35,203)		-
Fund Balance - Unreserved	29,522	(29,522)		-
Total Liabilities & Fund Equity	\$ 64,725			
Net Assets				
Invested in Capital Assets		1,125,689		1,125,689
Restricted		35,203		35,203
Unrestricted		 29,522		29,522
Total Net Assets		\$ 1,190,414	\$	1,190,414

See Accompanying Notes to the Financial Statements.

STATEMENT OF GOVERNMENTAL FUND REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - STATEMENT OF ACTIVITIES FOR THE YEAR ENDED MARCH 31, 2007

	Mod	ified Accrual Basis	Adjusi	tments	Statement of Activities		
Revenue:							
Contributions From Local Units	\$	182,450	\$	-	\$	182,450	
Interest		2,725		-		2,725	
Other		17,901				17,901	
Total Revenue		203,076				203,076	
Expenditures:							
Current: Public Safety		204,085		41,959		246,044	
Total Expenditures		204,085		41,959		246,044	
Excess of Revenue Over (Under) Expenditures		(1,009)	(4	41,959)		(42,968)	
Fund Balance - Net Assets, Beginning		65,734	1,10	67,648		1,233,382	
Fund Balance - Net Assets, Ending	\$	64,725	\$ 1,12	25,689	\$	1,190,414	

See Accompanying Notes to the Financial Statements.

### NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 -	Summary of Significant Accounting Policies
NOTE2 -	Reconciliation of Organization-Wide and Fund Financial Statements
NOTE 3 -	Stewardship, Compliance and Accountability
NOTE 4 -	Deposits and Investments
NOTE 5 -	Receivables
NOTE 6 -	Capital Assets
NOTE 7 -	Pending Litigation
NOTE8 -	Employee Retirement Plan
NOTE9 -	Restricted Assets
NOTE 10 -	Long-term Debt
NOTE 11 -	Other Post-Employment Benefits
NOTE 12 -	Risk Management
NOTE 13 -	Lease Obligations

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2007

### **NOTE 1 -- Summary of Significant Accounting Polices**

The accounting policies of the London-Maybee-Raisinville Fire Department conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the London-Maybee-Raisinville Fire Department:

### A - Reporting Entity

The London-Maybee-Raisinville Fire Department was organized May 10, 1952, by Raisinville Township, London Township, and the Village of Maybee, as a joint venture. The LMR Fire Department maintains a volunteer fire department provides services to all three parties of the joint enterprise. The LMR Fire Department operates under an elected board (7 members), 2 members from each of the three parties, and 1 member who is to be selected by the other 6 board members.

Raisinville Township contributes 50% of the annual revenues of the Organization, London Township contributes 37% and the Village of Maybee's contribution is 13%. The percentage is reviewed annually and adjusted based on the prior five years fire runs. As described in GASB Statement No.14, each of the participants have an ongoing financial responsibility in the joint venture.

### B - Organization-Wide and Fund Financial Statements

The organization-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the activities of the organization.

### C - Measurement Focus, Basis of Accounting and Financial Statement Presentation

The organization-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the organization considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

### D. Assets, Liabilities, and Net Assets or Equity

<u>Bank Deposits and Investments</u> -- Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables and Payables -- All trade receivables are shown as net of allowance for uncollectible amounts.

<u>Inventories and Prepaid Items</u> --Inventories are valued at cost, on a first-in, first-out basis. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

<u>Use of Estimates</u> -- Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

NOTES TO THE FINANCIAL STATEMENTS (Continued) March 31, 2007

### NOTE 1 -- Summary of Significant Accounting Polices (Continued)

<u>Capital Assets</u> --Capital assets, which include land, building and equipment are reported in the governmental activities column in the financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Equipment and buildings are depreciated using the straight-line method over the following useful lives:

Machinery and Equipment 10 to 20 years Buildings 40 years

<u>Compensated Absences (Vacation and Sick Leave)---</u> The Department has no policy or obligation for sick and vacation pay benefits.

<u>Fund Equity</u>--In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

<u>Reclassifications</u> --Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

### Note 2 - Reconciliation of Organization-wide and Fund Financial Statements

Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the statement of activities.

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a adjustments between net changes in in fund balances and changes in net assets as reported in the statement of activities. One element of that adjustment is that governmental funds report capital outlays as expenditures; in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	\$ (44,133)
Depreciation	86,092
	\$ 41 959

### Note 3 - Stewardship, Compliance and Accountability

<u>Budgetary Information</u> --Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end. The legal level of budgetary control adopted by the governing body is the department level. (i.e., The level at which expenditures may not legally exceed appropriations). Any revisions that alter the total expenditures of any activity must be approved by the Department Board.

Amounts encumbered for purchase orders, contracts, etc., are not tracked during the year. Budget appropriations are considered to be spent once the goods are delivered or the services rendered.

<u>Excess of Expenditures Over Appropriations in Budgeted Funds</u> --During the year, the Department incurred no expenditures in in excess of the amounts appropriated.

*Fund Deficits--* The Department has no accumulated fund balance/retained earning deficits.

NOTES TO THE FINANCIAL STATEMENTS (Continued) March 31, 2007

### Note 4 - Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the local governmental unit to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

London-Maybee-Raisinville Fire Department's deposits and investment policy are in accordance with statutory Department.

At year-end, London-Maybee-Raisinville Fire Department deposits and investments were reported in the basic financial statements in the following categories:

Cash and Cash Equivalents

\$ 64,725

The breakdown between deposits and investments is as follows:

Bank Deposits (checking and savings accounts, certificates of deposit)

\$ 64,725

The bank balance of the organization's deposits is \$64,725 of which 100% is covered by federal depository insurance.

### Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Department evaluates each financial institution and assesses the risk level of each one, those with adequate risk levels are used for deposits. The Department has no policy for this risk.

### Custodial Credit Risk of Investments

Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Department will not recover the value of its investments or collateral securities that are in the custody of an outside party. The Department has no investments. The Department has no policy for this risk.

### Interest Rate Risk

Interest rate risk is the risk that the value on investments will decrease as a result of a rise in interest rates. The Department has no policy for this risk. The Department has no policy with respect to investment maturities.

### Credit Risk

Sate law limits investments in commercial paper to the top two ratings issued by a nationaly recognized statistical rating organations. The Department follows the state guidelines and has no investments in this category. The Department has no policy for this risk.

### NOTE 5--Receivables

The Department had no receivables at year end.

NOTES TO THE FINANCIAL STATEMENTS (Continued) March 31, 2007

### Note 6 - Capital Assets

Capital asset activity of the organization for the current year was as follows:

	Beginning Balance		Increases		Decreases		Ending Balance	
Governmental Activities Capital Assets Not Being Depreciated:				_				
Land	\$	33,000	\$		\$		\$	33,000
Capital Assets Being Depreciated:								
Machinery and Equipment		877,767		44,133		-		921,900
Buildings		710,419		-		-		710,419
Subtotal		1,588,186		44,133		-		1,632,319
Less Accumulated Depreciation for:								
Machinery and Equipment		400,256		68,332		-		468,588
Buildings		53,282		17,760		-		71,042
Subtotal		453,538		86,092				539,630
Net Capital Assets Being Depreciated		1,134,648		(41,959)				1,092,689
Governmental Activities Capital Total Capital AssetsNet of Depreciation	\$	1,167,648	\$	(41,959)	\$		\$	1,125,689

Depreciation expense was charged to programs of the organization as follows:

Public Safety \$ 86,092

### Note 7 -- Pending Litigation

At present, there are no cases of litigation pending that would have a material effect on the financial statements.

### Note 8 -- Employee Retirement Plan

The Department does not provides pension benefits.

### Note 9 -- Restricted Assets

At March 31, 2007, the Department had restricted assets in the amount of \$35,203 for purchase of equipment.

### Note 10 - Long-Term Debt

The Department has no outstanding debt as of March 31, 2007.

### Note 11 - Other Post-Employment Benefits

The Department has no liability for post-employment benefits.

NOTES TO THE FINANCIAL STATEMENTS (Continued) March 31, 2007

### Note 12 - Risk Management

The Department is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Department purchases commercial insurance for all of these risks of loss. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage from the prior year.

### Note 13 - Lease Obligations

The Organization has no lease obligations.

# **Required Supplementary Information**

BUDGETARY COMPARISON SCHEDULE FOR THE YEAR ENDED MARCH 31, 2007

	Budgeted Amounts Original Final					Actual Amounts	Fina F	ance With al Budget Positive egative)
Fund Balance - Beginning	\$	65,734	\$	65,734	\$	65,734	\$	
Resources (Inflows) Contributions From Local Units Interest Other		182,450 - -		182,450 - 8,714		182,450 2,725 17,901		- 2,725 9,187
Total Revenue		182,450		191,164		203,076		11,912
Amounts Available for Appropriation		248,184	256,898			268,810	11,912	
Charges to Appropriations (Outflows) Public Safety: Fire Department: Wages Accounting Supplies Auditor Insurance Medical Physicals Education and Training Travel and Mileage Telephone Maintenance Payroll Taxes Capital Outlay Utilities Firefighter Association Miscellaneous Total Charges to Appropriations		199,935		209,680		53,025 4,200 3,497 1,900 19,064 3,477 3,127 4,733 3,230 28,817 4,362 62,615 6,415 3,000 2,623		5,595
	Φ.	·					_	
Budgetary Balance - Ending	\$	48,249	\$	47,218	\$	64,725	\$	17,507